

**Select Board  
Hearing Room  
Stoneham Town Hall  
35 Central Street  
Tuesday, January 21, 2020  
7:00 P.M.**

ITEM	TIME	DESCRIPTION	DISPOSITION
<b>Open Session (Hearing Room)</b>			
1	7:00 p.m.	Pledge of Allegiance	
2		Census 2020 Announcements	
3		Boys and Girls Club of Stoneham and Wakefield	
<b>Citizens' Comments</b>			
4		Citizens' Comment	
<b>Regular Business</b>			
5		Approve Minutes: 1/14/20 (vote required)	
<b>Public Hearing</b>			
6	7:00 p.m.	NSTAR Electric Company d/b/a/ Eversource Energy and Verizon New England – Wright Street (vote required)	
<b>Liquor Licensing Authority</b>			
7	7:00 p.m.	99 Restaurants of Boston, LLC or 99 West, LLC d/b/a 99 Restaurant & Pub/Change of Officer and Change of Beneficial Interest (vote required)	

**Regular Business**

- |    |  |
|----|--|
| 8  | Town Common/Town Land Regulation Update –<br>Steven Angelo                             |
| 9  | Bring Your Own Bottle Update – Kayla Vodka   |
| 10 | Appointment to Council on Aging – Denise<br>Kneeland (vote required)                   |
| 11 | Common Victualler’s License – Stoneham House of<br>Pizza (vote required)               |
| 12 | Appointment of Stoneham Republican Town<br>Committee Election Officers (vote required) |
| 13 | Set Date for Presidential Primary Date (vote<br>required)                              |
| 14 | Select Board Policies (vote required)  |

**Town Administrator**

- |    |  |
|----|--|
| 15 | Town Administrator’s Report – Dennis Sheehan |
|----|--|

**Miscellaneous**

- |    |   |
|----|---|
| 16 | Non-Deliberative Announcements and Scheduling |
|----|---|

**DRAFT \* DRAFT \* DRAFT**  
**Minutes - Open Session**  
**Select Board**  
**Hearing Room**  
**Stoneham Town Hall**  
**35 Central Street**  
**Tuesday, January 14, 2020**  
**7:00 p.m.**

**Open Session (Hearing Room)**

**Members Present:** Chair Shelly MacNeill, Vice Chair Raymie Parker, Clerk George Seibold, Heidi Bilbo, Caroline Colarusso

**Also Present:** Town Administrator Dennis Sheehan, Director of Assessing Brian Macdonald

**Call to Order:** Chair MacNeill called the meeting to order at 7:00 p.m. (To view this meeting in its entirety go to Stoneham TV on Demand available from the Town's homepage at [www.stoneham-ma.gov](http://www.stoneham-ma.gov))

**Agenda Item 1: Pledge of Allegiance**

**Agenda Item 2: Certificate of Appreciation – Dr. Cheryl Sanders** MacNeill read the certificate of appreciation for Dr. Cheryl Sanders. Seibold moved to approve the certificate of appreciation. Colarusso seconded the motion. Voted unanimously.

**Agenda Item 3: Certificate of Appreciation – Bryce Bardell** MacNeill read the certificate of appreciation for Bryce Bardell. Bilbo moved to approve the certificate of appreciation. Seibold seconded the motion. Voted unanimously. Parker stated that the Bardells give so much to the community and she was pleased to see that Bryce Bardell achieved Eagle Scout.

**Agenda Item 4: Citizens' Comment** No comments were made.

**Agenda Item 5: Approve Minutes** Bilbo stated that there was a correction in agenda item 3. Parker moved to approve the minutes of 12/10/19 as corrected. Bilbo seconded the motion. Voted unanimously.

**Agenda Item 6: Complete Count Census** Erin Wortman, co-chair of the Complete Count Committee, to inform the Board about the ongoing activities of the Committee, to request that the Board partner with the Committee, and to request that the Board dedicate time at each meeting to briefly discuss the importance of the census.

**Agenda Item 7: Accept Gift to Council of Aging and Library** MacNeill stated that Celia Schulhoff, a long-time resident of Stoneham and active community member, passed away and left the Council on Aging \$124,000 and the library \$62,000. MacNeill stated that Schulhoff was very interested in education and donated many books to the school. Sheehan stated that Schulhoff also left a gift of \$70,000 to the school department. Maureen Canova stated that the Council on Aging was surprised and honored to be remembered in Schulhoff's will and that she was a presence at the center. Colarusso moved to accept the donations to the Council on Aging and the library. Seibold seconded the motion. Voted unanimously with great thanks.

**Agenda Item 8: Town Administrator's Performance Review** MacNeill stated the Board has committed to review its employees twice a year. She stated that both David Castellarin and Dava Kilbride submitted a mid-year update to the Board. She thanked Sheehan for his thoughtful comments and stated that she found his self-evaluation to be candid. Each Board member commented on Sheehan's performance.

**Agenda Item 9: Town Meeting – Opening and Closing Dates** Parker moved to hold Town Meeting on May 4, 2020. Seibold seconded the motion. Voted unanimously. Parker voted to open the warrant on January 21, 2020. Seibold seconded the motion. Voted unanimously. Parker moved to close the warrant on March 2, 2020. Seibold seconded the motion. Voted unanimously. MacNeill stated that the current warrant article submission policy was never officially changed and she would like to see a consistent date for all warrant article submissions. Bilbo moved to update the warrant article submission policy to state that all warrant article must be submitted to the Select Board four weeks prior to the closing of the warrant and that warrant articles for this warrant be submitted by the close of business on February 3, 2020. Colarusso stated that she wanted to clarify that citizen petitions are not due until the date the warrant closed. Colarusso seconded the motion. Voted unanimously.

**Agenda Item 10: Select Board Policies** MacNeill stated that the updated Board policies have been reviewed by this Board and Town Counsel several times. She continued that this is the last week for discussion or concerns to be raised and that the Board will be voting on the policies at its 1/21 meeting. Seibold stated that he would like to create a policy stating that there can be no personal use of Town Counsel or Human Resources by Board members. Colarusso stated that Board members are special town employees and have the right to use human resources if there is an issue. MacNeill stated that she would discuss the matter with Town Counsel.

**Agenda Item 11: Extension of Deed Restriction to Roman Catholic Archbishop of Boston** Kilbride stated that in 1950 the Town gave a parcel of land to the Archdiocese for use as an extension to St. Patrick Cemetery. She stated that there was a restriction placed on the deed that the land can only be used as a cemetery and that the restriction needs to be extended and filed at the registry. Parker moved to sign the extension of deed restriction. Seibold seconded the motion. Voted unanimously.

**Agenda Item 12: Town Administrator's Report** Sheehan stated as follows: The DOT safety audit of the South Street area has been completed and the project is eligible for 1.6 million dollars in repairs; He was notified of a \$25,000 grant that was received due to the efforts of the Disability Commission to be used for an ADA self-evaluation; The Building Design Committee

has received 20 responses for the high school project; Stated that Brian McNeill was hired as the facilities director and that April Lani was hired as the procurement officer.

**Agenda Item 11: Miscellaneous** MacNeill stated that there will be an MLK celebration event on 1/19 at 1:00 at the high school and that many Board members will be attending the MMA conference on 1/24. Seibold stated that he would like to see more being done to inform the residents of the Eversource project.

Colarusso moved to adjourn. Seibold seconded the motion. Voted unanimously.

Respectfully submitted,

Dava Kilbride – Office Manager

**TO: STONEHAM INDEPENDENT**

Please publish the following legal notice of **GRANT OF LOCATION** on the following dates:

Wednesday, January 8, 2020  
and

Wednesday, January 15, 2020

Bill should be sent to:

NSTAR Electric Company  
Kelly-Ann Correia, Supervisor  
Rights and Permits  
101 Linwood Street  
Somerville, MA 02143

**NOTICE OF HEARING**

The Stoneham Select Board will hold a public hearing for Grant of Location approval on Tuesday, January 21 at 7:00 pm. in the Hearing Room of the Town Hall on the petition of **NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc.**, dated October 15, 2019, for the permission to erect or construct a line consisting of wires, poles and such other fixtures as may be necessary to sustain or protect the wires of the line, upon, along and across the public way or ways located in the Town of Stoneham on the following public way:

**Wright Street – Westerly side, approximately 79 feet North of Winthrop Street. Install one (1) j.o. pole – pole 4/5.**

Drawings may be seen in the office of the Select Board, 35 Central Street, Stoneham.

**Stoneham Select Board**

By: Dava Kilbride – Office Manager  
Stoneham Select Board

Date: \_\_\_\_\_

Paid: \_\_\_\_\_

### Stoneham Certified Abutters List Request

Subject Property Location:

4 Wight St -

Parcel ID of the Subject Property:

\_\_\_\_\_

Applicant's Name:

B.O.S - G.O.L. 200-ft

Applicant's Telephone Number:

\_\_\_\_\_

#### Purpose of Abutters List

\_\_\_\_\_

##### **Zoning Board of Appeals (Variance or Special Permit)**

Includes all abutters of the subject property within a 300 foot radius

\_\_\_\_\_

##### **Planning Board**

\_\_\_\_\_

Accessory Dwelling or In-law Apartment – 300 foot radius

\_\_\_\_\_

Special Permit – 300 foot radius

\_\_\_\_\_

Sub-Division – Direct abutters only

\_\_\_\_\_

Warrant Articles – No abutters

\_\_\_\_\_

##### **Site Plan**

Includes all abutters of the subject property within a 300 foot radius

\_\_\_\_\_

##### **Liquor License**

Includes direct abutters and all churches, schools and hospitals within 500 feet

\_\_\_\_\_



##### **Utility**

Grant of Location - 200 foot radius

**\*The cost of any Abutters List is \$25.00**



Patriot Properties

01/13/2020

11:39:09AM

# Town of Stoneham

## GIS - Abutters by Owner

### Filter Used:

DataProperty.UserAccount = 'APRO\_MASTE' OR DataProperty.UserAccount = '3694' OR DataProperty.UserAccount = '3634' OR  
DataProperty.UserAccount = '3695' OR DataProperty.UserAccount = '3633' OR Dat..



1/13/2020

# Town of Stoneham

## GIS - Abutters by Owner

Page 2 of 2

11:39:09AM

Parcel ID - Map/Block/Lot	Location	Owner/Mailing Address
18-0-473	25 LINCOLN ST	GRADY MICHAEL / CONCETTA GRADY 25 LINCOLN ST STONEHAM MA 02180
18-0-442	1 WINTHROP ST	HAGGERTY ROBERT E JR. / JOAN L HAGGERTY 1 WINTHROP ST STONEHAM MA 02180
18-0-312	7 LINDEN ST	HILAIRE ELIETTE 7 LINDEN STREET STONEHAM MA 02180
18-0-482	4 4A WINTHROP ST	HOUGHTON DAVID P. 4 WINTHROP ST STONEHAM MA 02180
18-0-410	35 WARREN ST	MACMONAGLE DANIEL J. 35 WARREN STREET STONEHAM MA 02180
18-0-412	31 WARREN ST	MAYO MICHAEL / SLADE ANDREA 31 WARREN ST STONEHAM MA 02180
18-0-311	26 WARREN ST	MCGINLEY SHERRY L / DICKENSON ROBERT 26 WARREN ST STONEHAM MA 02180
18-0-315	34 WARREN ST	NADWORNY JOHN W. / NADWORNY SUSAN K. 16 WARWICK RD MELROSE MA 02176
18-0-475	21 LINCOLN ST	O'LEARY MICHAEL / O'LEARY ERIN 21 LINCOLN ST / STONEHAM MA 02180
18-0-445A	10 WRIGHT ST	REALEJO NELIA C. / REALEJO PEDRO M. 10 WRIGHT ST. STONEHAM MA 02180
18-0-478	17 LINCOLN ST	REILLY WILLIAM JOSEPH / RENAE M. LAGASSEY R 17 LINCOLN ST STONEHAM MA 02180
18-0-483A	8 WINTHROP ST	ZHENG BRUCE / NGUYEN JUDY 8 WINTHROP ST / STONEHAM MA 02180

**EVERSOURCE**  
101 Linwood Street  
Somerville, MA 02143

October 15, 2019

Board of Selectmen  
Town of Stoneham  
Town Hall  
35 Central Street  
Stoneham, MA 02180

RE: Wright Street  
Stoneham, MA 02180  
W.O. #2350335

Dear Members of the Board:

The NSTAR Electric Company d/b/a Eversource Energy respectfully requests a Grant of Location for the relocation of one (1) j.o pole in Wright Street. The work is being done at the request of the customer.

If you have any questions or concerns, please call Jacqueline Duffy at 617-629-3204.

Very truly yours,



Kelly-Ann Correia, Supervisor  
Rights and Permits

KC/jc

PETITION OF NSTAR ELECTRIC COMPANY D/B/A EVERSOURCE ENERGY AND OTHER  
COMPANIES FOR ALTERATION OF JOINT OR IDENTICAL LOCATIONS FOR EXISTING POLES

To the Board of Selectmen of the Town of Stoneham, Massachusetts:

Respectfully represent NSTAR ELECTRIC COMPANY, d/b/a EVERSOURCE ENERGY AND VERIZON NEW ENGLAND INC., companies subject to Chapter 166 of the General Laws (Ter. Ed.), that they have heretofore received a grant of joint or identical location for, and have erected or constructed, a line consisting of wires, poles and such other fixtures as may be necessary to sustain or protect the wires of the line, upon, along and across the public way or ways hereinafter specified, and that it is desirable that the location of certain of said poles be altered.

WHEREFORE, your petitioners pray that the Board of Selectmen May by Order direct an alteration in the location of said existing poles so that hereafter said poles together with such other fixtures as may be necessary to sustain or protect the wires of the line shall be located, substantially as shown on the plan made by Anthony DeBenedictis dated September 13, 2019 and filed herewith, upon, along and across the following public way or ways of said Town:

**Wright Street- Westerly side, approximately 79 feet North of Winthrop Street.  
Install one (1) j.o. pole – pole 4/5.**

W. O. #2350335

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioners agree to reserve space for one crossarm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the Town and used for municipal purposes.

NSTAR ELECTRIC COMPANY  
d/b/a EVERSOURCE ENERGY

By Kelly Ann Correia  
Kelly-Ann Correia, Supervisor  
Rights and Permits

VERIZON NEW ENGLAND INC.

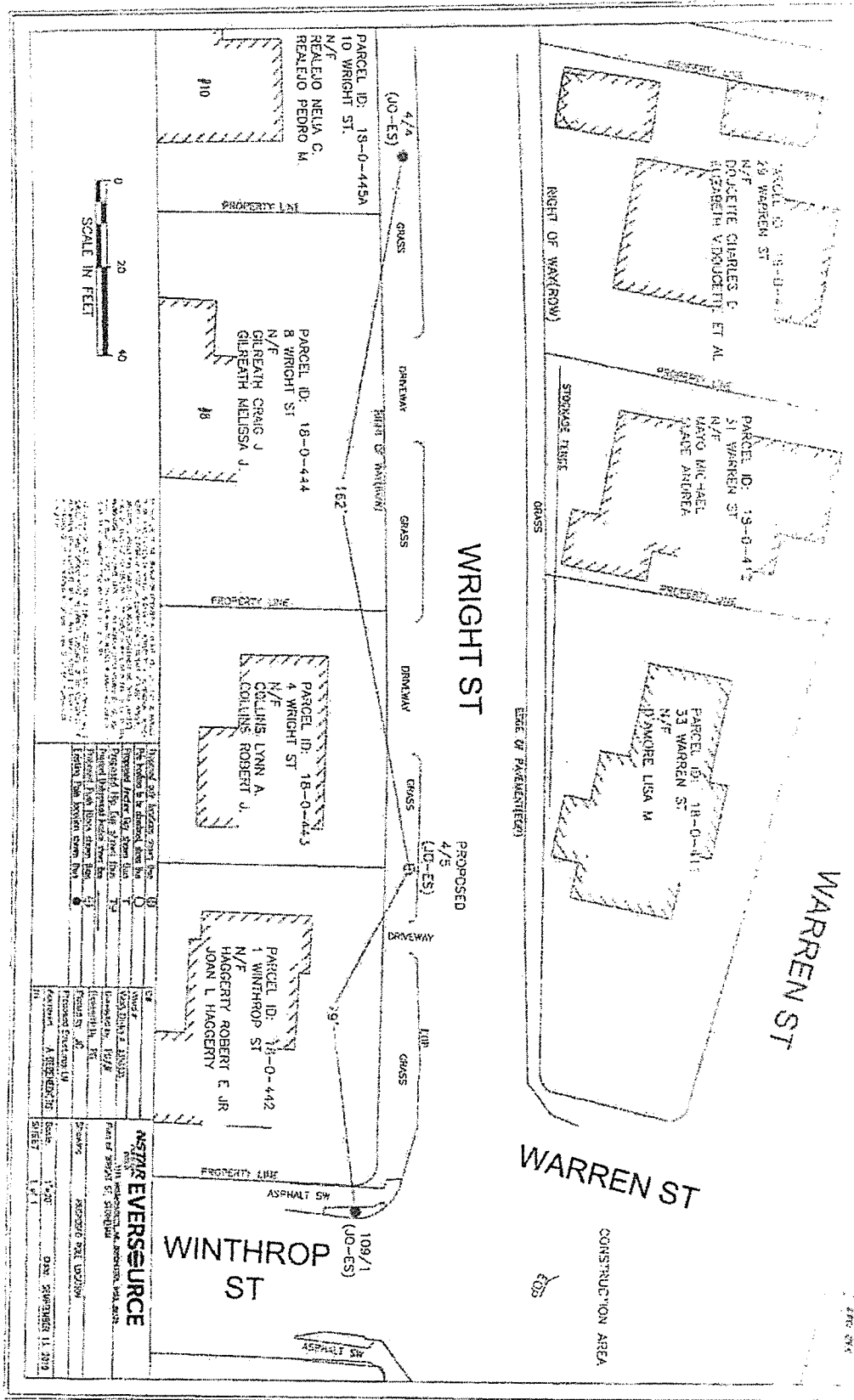
By Karen Levesque  
Karen Levesque - ROW Manager

Dated this 17th day of September, 2019  
Town of Stoneham, Massachusetts

Received and filed \_\_\_\_\_, 2019

Board of Selectmen





WO #2350335  
WRIGHT ST  
STONEHAM, MA 02180

PARCEL ID: 18-0-442  
1 WINTHROP ST  
N/F  
HAGGERTY ROBERT E JR  
JOAN L HAGGERTY  
1 WINTHROP ST  
STONEHAM, MA 02180

PARCEL ID: 18-0-443  
4 WRIGHT ST  
N/F  
COLLINS LYNN A.  
COLLINS ROBERT J.  
4 WRIGHT ST  
STONEHAM, MA 02180

PARCEL ID: 18-0-444  
8 WRIGHT ST  
N/F  
GILREATH CRAIG J  
GILREATH MELISSA J.  
8 WRIGHT ST  
STONEHAM, MA 02180

PARCEL ID: 18-0-445A  
10 WRIGHT ST.  
N/F  
REALEJO NELIA C.  
REALEJO PEDRO M.  
10 WRIGHT ST.  
STONEHAM, MA 02180

PARCEL ID: 18-0-411  
33 WARREN ST  
N/F  
D'AMORE LISA M  
33 WARREN ST  
STONEHAM, MA 02180

PARCEL ID: 18-0-413  
29 WARREN ST  
N/F  
DOUCETTE CHARLES D  
ELIZABETH V. DOUCETTE ET AL  
29 WARREN ST  
STONEHAM, MA 02180

PARCEL ID: 18-0-412  
31 WARREN ST  
N/F  
MAYO MICHAEL ELIZABETH  
SLADE ANDREA  
31 WARREN ST  
STONEHAM, MA 02180

STONEHAM  
WRIGHT STREET  
STONEHAM, MA 02180

HAGGERTY ROBERT E JR  
JOAN L HAGGERTY  
1 WINTHROP STREET  
STONEHAM, MA 02180

COLLINS, LYNN A.  
COLLINS, ROBERT J.  
4 WRIGHT STREET  
STONEHAM, MA 02180

GILREATH CRAIG J  
GILREATH MELISSA J.  
8 WRIGHT STREET  
STONEHAM, MA 02180

REALEJO NELIA C.  
REALJO PEDRO M.  
10 WRIGHT STREET  
STONEHAM, MA 02180

D'AMORE LISA M  
33 WARREN STREET  
STONEHAM, MA 02180

DOUCETTE CHARLES D  
ELIZABETH V. DOUCETTE ET AL  
29 WARREN STREET  
STONEHAM, MA 02180

MAYO MICHAEL ELIZABETH  
SLADE ANDREA  
31 WARREN STREET  
STONEHAM, MA 02180



Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Grant of Location Application - Page 1 of 3

Town of Stoneham Public Works Department  
16 Pine Street  
Stoneham, MA 02180

P: 1-781-438-0760  
F: 1-781-438-8153

Applicant Information (Responsible for Accuracy)

Federal ID or FCC License or DTE Certification Attached: 041278810

Company Name: Eversource Energy Contact: Jacqui Duffy  
Mailing Address: 101 Linwood Street Somerville, MA 02143  
Daytime Phone: 617-629-3204 Fax: \_\_\_\_\_ Email: jacqui.duffy@eversource.com

Parent / Affiliated Corporation

Federal ID or FCC License or DTE Certification Attached: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Locator #1 Information

Federal ID or FCC License or DTE Certification Attached: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Locator #2 Information

Federal ID or FCC License or DTE Certification Attached: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Locator #3 Information

Federal ID or FCC License or DTE Certification Attached: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Existing / Proposed Facility Information

Project Location: 4 Wright Street Cross Street #1: Warren Street Cross Street #2: Winthrop Street  
Utility Type: Electric Customer Request: yes

Attachments:	Acknowledgment	Right of Way Permit	Pending Application	Government Approval
Facility Owner				
Co-Locator #1				
Co-Locator #2				
Co-Locator #3				

I hereby authorize the Town of Stoneham to contact any of the above organizations to verify the accuracy of the information provided.

I certify that the information provided is accurate and I realize that incomplete information may delay processing or invalidate this application.

I certify that I am authorized to act on behalf of the organization set forth above and that such organization has provided written proof (attached) of my authority.

Print Name(s) Below

Authorized Applicant Representative: Joanne Callender

Authorized Co-Locator #1 Representative: \_\_\_\_\_

Authorized Co-Locator #2 Representative: \_\_\_\_\_

Authorized Co-Locator #3 Representative: \_\_\_\_\_

Sign Name(s) Below

[Signature]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Grant of Location Application - Page 2 of 3

Town of Stoneham Public Works Department  
16 Pine Street  
Stoneham, MA 02180

P: 1-781-438-0760

F: 1-781-438-8183

Grant of Location Application Checklist

Town Code Sec. 16-166.5A Information Required of All Applicants and Co-Locators

- ☐ (4) A general description of Applicant's existing overhead or underground facilities within the Town that it is using to provide service and the service that it is currently providing.
- ☐ (5) A detailed description of the service that Applicant or Co-Locator intends to offer or provide to persons, firms, businesses or institutions within the Town and whether the use of the facility to provide the service will constitute a public utility use.
- ☐ (6) A detailed description of the underground or overhead facilities Applicant or Co-Locator intends to use or construct, their useful life and full dimensions of the proposed facility including but not limited to the following as applicable: height of poles, number of wires and their diameter, height of wires above the Right-of-Way, voltage of electric transmission lines, diameter of mains and conduits.
- ☐ (7) Maps or plans showing the exact location of the existing or proposed new facility in the Right-of-Way using engineering metes and bounds, street names and intersecting street names. All maps and plans must show a north arrow and include a Locus Map at an appropriate scale (1-inch equals 400 feet is the preferred scale). A copy of the maps and plans must be provided in an appropriate digital format as specified by the Awarding Authority.
- ☐ (8) A statement as to whether new facilities will be built or existing facilities will be used and who is the Applicant with respect to such facility.
- ☐ (9) In the case of a Co-Locator seeking a permit for an attachment to a facility, the Applicant of which is exempt in whole or part from the obligation to make annual license rental payment for the facility as provided herein, such application shall be made jointly by Applicant and Co-Locator. Each must sign the application and Applicant must acknowledge in writing in form and substance satisfactory to the Town, its obligation to pay the amount, if any, of annual license rental payment due the Town in respect of such attachment.

Document Location Reference


I certify that the information required under Town Code Sec 16-166.5A has been submitted, is accurate and I realize that incomplete information may delay processing or invalidate this application. Furthermore I certify I performed due diligence prior to submission of this application and the Town shall not be liable for errors or omissions made regarding the listed requirements above or certification of documents submitted for compliance.

Authorized Applicant Representative: Joanne Callender  
Print Name

[Signature]  
Sign Name

Town Code Sec. 16-166.5B Petitions for Grants of Location

- ☐ (1) A statement as to the demonstrated need to construct the new facility or make an attachment to an existing facility.
- ☐ (2) A list of abutters' names and addresses within two hundred (200) feet.
- ☐ (3) The kind, size and tested strength of supporting or service wires for poles.
- ☐ (4) The maximum voltage that will be transmitted over wires and the maximum cubic feet of gas that will be transported through mains.
- ☐ (5) The size and pressure of gas mains and what the main is made of.
- ☐ (6) A list of all posts, poles or other supports of wires included in the Grant of Location.
- ☐ (7) The number of cross arms in use with each pole and the number of wires that are already attached thereto and the number of wires that are proposed.
- ☐ (8) The location of conduits and manholes in relation to all of the existing underground facilities, including those not owned by Applicant, and proposed new underground facilities.

Document Location Reference


I certify that the information required under Town Code Sec 16-166.5B has been submitted, is accurate and I realize that incomplete information may delay processing or invalidate this application. Furthermore I certify I performed due diligence prior to submission of this application and the Town shall not be liable for errors or omissions made regarding the listed requirements above or certification of documents submitted for compliance.

Authorized Applicant Representative: Joanne Callender  
Print Name

[Signature]  
Sign Name



## Kilbride, Dava

---

**From:** DeCourcy, Jen  
**Sent:** Tuesday, December 17, 2019 9:12 AM  
**To:** Kilbride, Dava  
**Subject:** RE: Wright Street Grant of Location

Good morning

Thank you for sending to the Conservation Commission for review. The Commission has reviewed and has no comment.

Thanks,

Jen

---

**From:** Kilbride, Dava  
**Sent:** Friday, December 6, 2019 9:13 AM  
**To:** Gonsalves, Brett <BGonsalves@stoneham-ma.gov>; Wortman, Erin <EWortman@stoneham-ma.gov>; DeCourcy, Jen <JDeCourcy@stoneham-ma.gov>; McIntyre, James <jmcintyre@stoneham-ma.gov>; Grafton, Matt <mgrafton@stoneham-ma.gov>; Noble, Cheryl <cnoble@stoneham-ma.gov>  
**Cc:** Sheehan, Dennis <DSheehan@stoneham-ma.gov>  
**Subject:** Wright Street Grant of Location

Good morning,

I have attached Eversource's application to place a utility pole at or near 4 Wright Street, pursuant to the requirements of Town Code Sec. 16- 166.6 A. Please submit your comments to me on or before January 14, 2020, as the hearing is on this matter is scheduled for the Board's second meeting in January (1/21/20). Thank you.

Dava F. Kilbride

**Office Manager – Stoneham Select Board**

[dkilbride@stoneham-ma.gov](mailto:dkilbride@stoneham-ma.gov) | [www.stoneham-ma.gov](http://www.stoneham-ma.gov)

p: 781-279-2680

f: 781-279-2681

## Kilbride, Dava

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**From:** Grafton, Matt  
**Sent:** Monday, December 9, 2019 6:35 PM  
**To:** Kilbride, Dava  
**Subject:** Re: Wright Street Grant of Location

The Fire Department would request that the pole not be placed within 5 feet of any fire hydrant.

Sent from my iPhone

On Dec 6, 2019, at 9:12 AM, Kilbride, Dava <[DKilbride@stoneham-ma.gov](mailto:DKilbride@stoneham-ma.gov)> wrote:

Good morning,

I have attached Eversource's application to place a utility pole at or near 4 Wright Street, pursuant to the requirements of Town Code Sec. 16- 166.6 A. Please submit your comments to me on or before January 14, 2020, as the hearing is on this matter is scheduled for the Board's second meeting in January (1/21/20). Thank you.

Dava F. Kilbride

**Office Manager – Stoneham Select Board**

[dkilbride@stoneham-ma.gov](mailto:dkilbride@stoneham-ma.gov) | [www.stoneham-ma.gov](http://www.stoneham-ma.gov)

p: 781-279-2680

f: 781-279-2681

<Wright Street GOL.PDF>

## Kilbride, Dava

---

**From:** McIntyre, James  
**Sent:** Monday, December 9, 2019 3:01 PM  
**To:** Kilbride, Dava  
**Subject:** FW: Wright Street Grant of Location

Dava,  
Joe took a ride by the location and sees no issues. Pursuant to our town code, any work impacting the public way would require a police detail. Thanks

Chief James McIntyre

---

**From:** Ponzo, Joseph  
**Sent:** Monday, December 09, 2019 9:09 AM  
**To:** McIntyre, James <jmcintyre@stoneham-ma.gov>  
**Subject:** Re: Wright Street Grant of Location

Looks like 4 wright st is gonna be a good spot. No issues!

Joe

On Dec 9, 2019, at 8:10 AM, McIntyre, James <jmcintyre@stoneham-ma.gov> wrote:

Hi. Do you have any concerns over this?

Chief James McIntyre

---

**From:** Kilbride, Dava  
**Sent:** Friday, December 06, 2019 9:13 AM  
**To:** Gonsalves, Brett <BGonsalves@stoneham-ma.gov>; Wortman, Erin <EWortman@stoneham-ma.gov>; DeCourcy, Jen <JDeCourcy@stoneham-ma.gov>; McIntyre, James <jmcintyre@stoneham-ma.gov>; Grafton, Matt <mgrafton@stoneham-ma.gov>; Noble, Cheryl <cnoble@stoneham-ma.gov>  
**Cc:** Sheehan, Dennis <DSheehan@stoneham-ma.gov>  
**Subject:** Wright Street Grant of Location

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Dava F. Kilbride  
Office Manager – Stoneham Select Board  
[dkilbride@stoneham-ma.gov](mailto:dkilbride@stoneham-ma.gov) | [www.stoneham-ma.gov](http://www.stoneham-ma.gov)  
p: 781-279-2680

f: 781-279-2681

<Wright Street GOL.PDF>

## Kilbride, Dava

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**From:** Kilbride, Dava  
**Sent:** Friday, December 6, 2019 9:58 AM  
**To:** 'Callender, Joanne'  
**Cc:** Gonsalves, Brett  
**Subject:** RE: 4 Wright Street

Hi Joanne,

The application was submitted in October and, as you know, the DPW director had a list of questions regarding the project. It is my understanding that Kelly Ann and Brett Gonsalves spoke earlier this week about insurance, contractors, length of job, etc. If I am incorrect, then the information requested in my October 15<sup>th</sup> email is still necessary before scheduling the hearing. This is a new process and the information required will vary with the scope of the project. I will check in again with Brett and make sure he is comfortable with the information he received. Thank you.

Dava F. Kilbride  
**Office Manager – Stoneham Select Board**  
[dkilbride@stoneham-ma.gov](mailto:dkilbride@stoneham-ma.gov) | [www.stoneham-ma.gov](http://www.stoneham-ma.gov)  
p: 781-279-2680  
f: 781-279-2681

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**From:** Callender, Joanne [mailto:[joanne.callender@eversource.com](mailto:joanne.callender@eversource.com)]  
**Sent:** Friday, December 6, 2019 9:24 AM  
**To:** Kilbride, Dava <[DKilbride@stoneham-ma.gov](mailto:DKilbride@stoneham-ma.gov)>  
**Subject:** RE: 4 Wright Street

Hi Dava,

I'm confused. I have another petition that I haven't submitted, because I needed to understand the process. So, the way we submitted in October is now acceptable?

---

**From:** Kilbride, Dava <[DKilbride@stoneham-ma.gov](mailto:DKilbride@stoneham-ma.gov)>  
**Sent:** Tuesday, October 15, 2019 12:20 PM  
**To:** Callender, Joanne <[joanne.callender@eversource.com](mailto:joanne.callender@eversource.com)>  
**Subject:** RE: 4 Wright Street

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Of course. No worries. I don't have the technical expertise required to make the call as to what is required information. I just see the applications come in and can see what is not complete. Obviously, a pole installation is far different from a gas main installation, but I can't make that call. Thanks for bearing with me and I will get you into a hearing as soon as I can.

Dava F. Kilbride

**Office Manager – Stoneham Select Board**

[dkilbride@stoneham-ma.gov](mailto:dkilbride@stoneham-ma.gov) | [www.stoneham-ma.gov](http://www.stoneham-ma.gov)

p: 781-279-2680

f: 781-279-2681

---

**From:** Callender, Joanne [<mailto:joanne.callender@eversource.com>]

**Sent:** Tuesday, October 15, 2019 12:14 PM

**To:** Kilbride, Dava <[DKilbride@stoneham-ma.gov](mailto:DKilbride@stoneham-ma.gov)>

**Subject:** RE: 4 Wright Street

Thanks so much!

---

**From:** Kilbride, Dava <[DKilbride@stoneham-ma.gov](mailto:DKilbride@stoneham-ma.gov)>

**Sent:** Tuesday, October 15, 2019 12:10 PM

**To:** Callender, Joanne <[joanne.callender@eversource.com](mailto:joanne.callender@eversource.com)>

**Cc:** Gonsalves, Brett <[BGonsalves@stoneham-ma.gov](mailto:BGonsalves@stoneham-ma.gov)>

**Subject:** RE: 4 Wright Street

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---

Hi Diana,

I spoke with Brett Gonsalves regarding this project and he would like the following information:

1. Will Eversource be completing the work or will it go to a subcontractor?
2. If Eversource is completing the work, please provide a copy of the applicable insurance.
3. If a subcontractor is performing the work, please provide the name of the contractor and a copy of their bond documents.
4. What is the anticipated length of the project?
5. I will put together the ad for the local paper and forward it to you to send notice to all abutters. Please tell me where to send the bill for the newspaper notice.
6. We can probably get this in the paper for October 23 and 30, with a hearing date of 11/12. Given that, what is your anticipated start date?
7. I will need the GOL fee before I schedule your hearing.

Thank you.

Dava F. Kilbride

**Office Manager – Stoneham Select Board**

[dkilbride@stoneham-ma.gov](mailto:dkilbride@stoneham-ma.gov) | [www.stoneham-ma.gov](http://www.stoneham-ma.gov)

p: 781-279-2680

f: 781-279-2681

---

**From:** Callender, Joanne [<mailto:joanne.callender@eversource.com>]

**Sent:** Tuesday, October 15, 2019 9:24 AM



**To:** Kilbride, Dava <[DKilbride@stoneham-ma.gov](mailto:DKilbride@stoneham-ma.gov)>

**Subject:** RE: 4 Wright Street

Hi Dave,

Could you please? We went through a similar process with another city, and found that a lot of the information didn't apply to us.

Thanks so much.

---

**From:** Kilbride, Dava <[DKilbride@stoneham-ma.gov](mailto:DKilbride@stoneham-ma.gov)>

**Sent:** Tuesday, October 15, 2019 9:21 AM

**To:** Callender, Joanne <[joanne.callender@eversource.com](mailto:joanne.callender@eversource.com)>

**Cc:** Gonsalves, Brett <[BGonsalves@stoneham-ma.gov](mailto:BGonsalves@stoneham-ma.gov)>

**Subject:** RE: 4 Wright Street

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---

Hi Joanne,

Please review the application. The Town now requires estimated length of project, names of contractors, insurance information, etc. I would be happy to submit your request to the Director of Public Works and ask him if he believes the information that you have submitted is sufficient and we can proceed from there.

Dava F. Kilbride

**Office Manager – Stoneham Select Board**

[dkilbride@stoneham-ma.gov](mailto:dkilbride@stoneham-ma.gov) | [www.stoneham-ma.gov](http://www.stoneham-ma.gov)

p: 781-279-2680

f: 781-279-2681

---

**From:** Callender, Joanne [<mailto:joanne.callender@eversource.com>]

**Sent:** Tuesday, October 15, 2019 9:12 AM

**To:** Kilbride, Dava <[DKilbride@stoneham-ma.gov](mailto:DKilbride@stoneham-ma.gov)>

**Subject:** RE: 4 Wright Street

Hi Dava,

I completed the information, with my Supervisor. Is it that, all the boxes need to be checked? Not sure, what we left out.

Thanks

---

**From:** Kilbride, Dava <[DKilbride@stoneham-ma.gov](mailto:DKilbride@stoneham-ma.gov)>

**Sent:** Tuesday, October 15, 2019 9:04 AM

**To:** Callender, Joanne <[joanne.callender@eversource.com](mailto:joanne.callender@eversource.com)>

**Cc:** Gonsalves, Brett <[BGonsalves@stoneham-ma.gov](mailto:BGonsalves@stoneham-ma.gov)>; Sheehan, Dennis <[DSheehan@stoneham-ma.gov](mailto:DSheehan@stoneham-ma.gov)>  
**Subject:** RE: 4 Wright Street

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---

Joanne, Please complete the attached application with all of the information relevant to your project. Once you have submitted the completed application, the staff will review your request and submit it with their recommendation to the Select Board. Please note that the information that you have submitted is not sufficient to start the review process and a hearing date will not be assigned to your project until you have submitted the required information. Thank you.

Dava F. Kilbride  
**Office Manager – Stoneham Select Board**  
[dkilbride@stoneham-ma.gov](mailto:dkilbride@stoneham-ma.gov) | [www.stoneham-ma.gov](http://www.stoneham-ma.gov)  
p: 781-279-2680  
f: 781-279-2681

---

**From:** Callender, Joanne [<mailto:joanne.callender@eversource.com>]  
**Sent:** Tuesday, October 15, 2019 7:42 AM  
**To:** Kilbride, Dava <[DKilbride@stoneham-ma.gov](mailto:DKilbride@stoneham-ma.gov)>  
**Cc:** Duffy, Jacqueline A <[jacqueline.duffy@eversource.com](mailto:jacqueline.duffy@eversource.com)>; Correia, Kelly-Ann <[kelly-ann.correia@eversource.com](mailto:kelly-ann.correia@eversource.com)>  
**Subject:** 4 Wright Street

Hello,

I have attached the forms to request a Grant of Location, for the above mentioned address.

If you have any questions, or concerns, please call Jacqueline Duffy at 617-629-3204.

Respectfully,

Joanne Callender  
*Rights, Permits & Public Works*

**EVERSOURCE**

101 Linwood Street  
Somerville, MA 02143  
Tel: 617-629-6212  
[Joanne.callender@eversource.com](mailto:Joanne.callender@eversource.com)

To: The Stoneham Independent

**Legal Ad**

**Town of Stoneham**

**Notice of Hearing**

A Public Hearing will be held on Tuesday, January 21, 2020 at 7:00 p.m., in the Hearing Room of the Stoneham Town Hall, on the application of 99 Restaurants of Boston, LLC or 99 West, LLC d/b/a 99 Restaurant & Pub for a **Change of Officer and Change of Beneficial Interest**, application for all alcohol to be drunk on premises pursuant to Massachusetts General Law Chapter 138, Section 12, for a restaurant at 10 Main Street, Stoneham, MA. Premises to be licensed as follows:

The premises: Single story structure containing 149 seats, 3 dining rooms, lounge, kitchen.

**Stoneham Liquor Licensing Authority**

Publishing Information: January 8, 2020 and January 15, 2020

Bill to: Devlin Law Offices  
171 High Street  
Newburyport, MA 01950



# DEVLIN LAW

SERVING MASSACHUSETTS & NEW HAMPSHIRE

PH: 617-514-2828  
Fax: 617-514-2825

jdevlin@devlinlawoffices.com  
mcabot@devlinlawoffices.com  
www.devlinlawoffices.com

September 19, 2019

ATTN: License Administrator  
Town of Stoneham  
35 Central Street  
Stoneham, MA 02180

RE: Change of Officer and Change of Beneficial Interest application for an Annual Restaurant All Alcoholic Beverages License of 99 Restaurants of Boston, LLC or 99 West, LLC d/b/a 99 Restaurant & Pub

Dear License Administrator:

I am writing on behalf of 99 Restaurants of Boston, LLC and 99 West, LLC (collectively the "Licensee"), one or both of which are licensed entities in your community owned by the same corporate structure.

Per the letter you received from the Massachusetts Alcoholic Beverages Commission (the "ABCC"), a copy of which is also enclosed the "Licensee" has been granted preliminary approval for a Change of Officer and Change of Beneficial Interest relative to all 65 of their Massachusetts locations using the "inverted approval process".

Relative to the Officer Change, Kurt Schnaubelt is being named an LLC manager and the Chief Financial Officer, and W. Craig Barber is being named an LLC manager and the Chief Executive Officer of the Licensed Entities. Brent Bickett, Timothy Janszen and Greg Haes are being removed as LLC Managers.

Relative to the Change in Beneficial Interest, as a result of a reorganization, Fidelity National Financial Ventures, LLC ("FNV"), a publicly traded company which owned 55% of 99 Restaurants, created a new publicly traded company with the exact same stockholders, Cannae Holdings, Inc. ("CNNE"), and transferred all of its ownership in the 99 Restaurants to CNNE. The other previously approved stockholders also transferred a share of their stock to the new publicly traded company, so that CNNE now owns 88.5% of the 99 Restaurants, and the remaining owners hold a smaller ownership percentage, all as shown in the structure chart included in the application.

Due to the size of the transaction, the ABCC has reviewed and investigated the applications and found that the transaction is in compliance with M.G.L. Chapter 138. Per the letter sent by the ABCC, you will not be required to send back any other forms, documents or

**MAILING ADDRESS:**

Devlin Law Offices, PLLC  
171 High Street  
Newburyport, MA 01950

Clients/99-Cannae restructure/Letter municipalities

112 Water St., Ste 201  
Boston, MA 02109

TOWN OF STONEHAM  
BOARD OF SELECTMEN  
OCT 25 8 33 AM

information in connection with the application other than the LLA Form. **If you have any questions, you can call Investigator Jack Carey at 617-727-3065, ext. 736.**

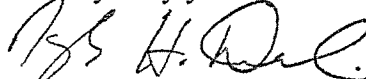
Enclosed please find the following documents relative to the transaction for your records:

- 271. Letter from Ralph Sacramone, Executive Director of the Alcohol Beverage Control Commission (the "ABCC").
- 272. Monetary Transmittal Form.
- 273. Retail alcoholic beverages application – change of beneficial interest.
- 274. Proof of US Citizenship for new officers.
- 275. CORI Request Forms for new officers.
- 276. Certificate of Authorization.
- 277. Exhibits.
- 278. Sales agreements for the two transactions.
- 279. Source of funds.

We would appreciate you putting this on your next available meeting schedule. We will call shortly hereafter to follow-up and see if you need us to attend the meeting, though we are anticipating from past experiences that many communities will not require it.

We look forward to speaking and working with you again. If you should have any questions with regards to this application, please feel free to call Mariel Cabot at extension 102.

Very truly yours,



Joseph H. Devlin

JHD/mrc  
Enclosures



*Commonwealth of Massachusetts  
Department of the State Treasurer  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
Telephone 617-727-3040  
Facsimile: 617-727-1510*

**Jean M. Lorizio, Esq.**  
*Chairman*

October 11, 2019

LOCAL BOARDS

Andover; Auburn; Barnstable; Billerica; Boston; Braintree; Bridgewater; Chicopee; Concord; Easton; Fairhaven; Falmouth; Foxboro; Framingham; Franklin; Greenfield; Haverhill; Hingham; Holyoke; Lowell; Lynnfield; Marlborough; North Andover; North Dartmouth; Pembroke; Pittsfield; Plymouth; Quincy; Rockland; Somerville; Springfield; Stoneham; Tewksbury; West Springfield; Westfield; Westford; Wilmington; Woburn; and Worcester.

The Alcoholic Beverages Control Commission ("Commission") has received an application from 99 Restaurant of Boston LLC for a Change of Officers/Directors and Change of Ownership Interest in the above-noted cities and towns. Relative to the Officer Change, Kurt Schnaubelt is being named an LLC manager and the Chief Executive Officer of the Licensed Entities. Brent Brent Bickett, Timothy Janszen and Greg Hayes are being removed as LLC Managers. Relative to the Change in Ownership Interest, there has been a transfer of stock at an upper-tier level that has resulted in a publicly traded company owning 88.5%, and a redistribution of the remaining ownership percentages among the other previously approved ownership entities, as detailed in a structure chart contained in the application.

Due to the magnitude of these transactions, the Commission has received the information and documents provided by the licensee. The review was to determine whether the contemplated transaction is consistent with the provisions of M.G.L. c. 138. Based upon our review, we are satisfied that the transaction is consistent with the purposes of the law and would not result in the individual corporate licenses being deemed to be out of compliance with the applicable statute. Accordingly, this letter sets forth our recommended procedure for the processing of these applications.

Arrangements have been made for the Corporation to pay all of the \$200 application fees directly to the Commission. Therefore, no fee needs to be collected by the Local Board(s).

The Commission has reviewed and accepted copies of the following documents and instruments:

- 1) Change of Officers/Directors and Change of Ownership Interest

- 2) CORI Request Form
- 3) Vote of the Board of Directors
- 4) Certificate of change of the LLC

Where there will be no change of existing managers, the Commission will not require that a Manager Form be completed, nor will the Commission require background information on the managers as such information should already be on file.

The applicant will contact you directly for processing the application. Please forward to the Commission the Local Licensing Authority Record. The Commission will require no other forms, documents or information in connection with these applications.

Should you or your town counsel/city solicitor have any questions or require information or assistance, please contact Investigator Jack Carey at (617) 727-3040, extension 736.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ralph Sacramone', with a long horizontal flourish extending to the right.

Ralph Sacramone  
Executive Director

cc: Ted Mahony, Chief Investigator  
Ryan Melville, Licensing Coordinator  
Joseph H. Devlin, Esq.



## TOWN OF STONEHAM

### APPLICATION FOR USE OF TOWN COMMON

Name of Group/Organization \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

List dates requested: \_\_\_\_\_ Hours requested: from \_\_\_\_\_ to \_\_\_\_\_

Please describe the event and activity: \_\_\_\_\_

Estimated total number of persons who will attend (see #4 below): \_\_\_\_\_

#### **Please Read Carefully the following RULES and IMPORTANT INFORMATION**

1. No alcoholic beverages shall be consumed on the Town Common or adjacent grounds.
2. Reservation of the Common is granted with the understanding that the Applicant shall be held liable for any property damage and shall be required to reimburse the Town of Stoneham for such damage. All trash resulting from the event shall be removed by Applicant from the Town Common area immediately following the event and properly disposed of. Failure to do so will result in a charge for removal and disposal by the Town.
3. Use of adjacent parking or other municipal parking for non-parking use must be authorized by the Town Administrator.
4. If estimated attendance exceeds 200 persons, a copy of this application must be submitted to the Stoneham Fire and Police Chiefs for their review. Applicant is responsible for the implementation of all recommendations from these departments' reviews.
5. No fee may be charged by the Applicant for admission to the event.
6. Completion of this application does not constitute an agreement to use other Town facilities. A separate application must be made for use of those facilities.
7. No activity may occur between the hours of 10:00 P.M. to 6:00 A.M., unless otherwise authorized, in writing, by the Town Administrator.

***As a condition of approval of this application and the use of the Town Common, the Applicant acknowledges and agree that:***

- *The Applicant (a) has read and understands the rules set forth above, (b) shall inform those using the Town Common pursuant to the grant of this application of these rules, and (c) that the organization and those using the Town Common pursuant to the grant of this application shall abide by these rules;*
- *The applicant shall abide by the Town's Regulations for the Use of Town Common, and any additional requirements imposed by the Town Administrator or his designee(s) as a condition for the grant of this application;*
- *Approval of this application by the Town is granted with the acknowledgement and agreement that the Town of Stoneham, its officials, employees and agents shall not be held responsible for injuries or damages sustained or property lost or stolen on the Town Common or adjacent grounds during the course of the subject event or otherwise arising from the grant of this application and that the Applicant shall indemnify, defend and hold harmless the Town of Stoneham, its officials, employees and agents from any liability, damages or expenses resulting therefrom; and,*
- *Applications shall be processed in order of receipt. The Town reserves the right to deny an application.*

SIGNATURE\*: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE PRINT FULL NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

**\*The person signing this application on behalf of a group or organization must have authority to sign on behalf of said group or organization, and by signing this application is certifying that he/she has such authority.**

#### **TO BE COMPLETED BY TOWN ADMINISTRATOR**

APPLICATION APPROVED: \_\_\_\_\_ APPLICATION DENIED: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

TOWN ADMINISTRATOR



# Town of Stoneham

## Special Event Application Form

### Applicant and Sponsoring Organization Information

☐ Non-Profit ☐ Profit

Name of Organization/Sponsor: \_\_\_\_\_

Non-Profit No. \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ Applicant name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Web Site: \_\_\_\_\_ ☐ New Event to Stoneham ☐ Returning Event

Event Manager: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Additional Contact Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

---

### Event Information

☐ Private Party

☐ Vendor Event

Event Type: ☐ Run/Walk/Bike

☐ Fundraiser

☐ Political Event

☐ Concert

☐ Fair/Festival/Carnival

☐ Food Truck

☐ Other

Description of Event: \_\_\_\_\_

Event Title: \_\_\_\_\_

Primary Start Date & Time: \_\_\_\_\_ Primary End Date & Time: \_\_\_\_\_

Secondary Start Date & Time: \_\_\_\_\_ Secondary End Date & Time: \_\_\_\_\_

Open to Public: ☐ Yes ☐ No

Estimated Attendance #: \_\_\_\_\_

Set Up Date/Time & Description: \_\_\_\_\_

Break Down Date/Time & Description: \_\_\_\_\_

Is there a fee collected from Public to attend? ☐ Yes ☐ No

---

### Requested Location(s)

☐ Town Common

☐ Town Common Gazebo

☐ Upper Pomeworth

☐ Lower Pomeworth

☐ Cerrone Park

☐ Rec Park

☐ Tri-Community Greenway

☐ Steele Playground

☐ Arsenault Playground

☐ AP Rounds

☐ Whip Hill

☐ Other: \_\_\_\_\_

## Event Details

Please indicate whether the following items pertain to your event. Completed by applicant.

YES	NO	
		<b><u>Police/Fire Rescue Services</u></b>
		<i>(See Special Event Fee Schedule for mandatory fees for Fire and Police Services)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Street or Sidewalk Closure, Detour Signs <i>Provide names:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Special Parking Requirements? <i>Explain needs:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Fencing, Barrier(s), Barricades or Traffic Cones <i>Which:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Request/require Police Detail? <i>Time of needed detail:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Request Fire Detail and Ambulance(s) <i>Which:</i> _____
		<b><u>Food Services or Alcoholic Beverages</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	Food Concession and/or Food Preparation <i>(Must Contact Board of Health for Permit Information)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Alcoholic Beverages Served – <b>APPROVAL REQUIRED</b> - Please contact Select Board Office for approval process.
		<b><u>License or Permission for Entertainment</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	Will you be holding a raffle or game of chance? <i>What Type:</i> _____ <i>(Must Contact Town Clerk's Office for Authorization)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Music and/or Amplified Sound <i>Start Time:</i> _____ <i>End Time:</i> _____ <i>(Town of Stoneham requires noise at reasonable levels and only until 9PM.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Will your event have live entertainment? <i>Describe:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Amusement Rides <i>List and describe:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Inflatable Devices <i>List and describe:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Will your event have animals? <i>Specify:</i> _____
		<b><u>Facilities, Utilities and Structural Needs</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	Will your event require electricity or electrical connections <i>(Electrical Usage Surcharge May Apply – See Fee Schedule)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Will you utilize any structures existing on premises? <i>Which:</i> _____ <i>(Facility Usage Surcharge May Apply – See Fee Schedule)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Will your event require DPW staffing <i>(Mandatory for all weekend events with over 100 people/Electricity Needed – See Fee Schedule for Rates)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Booth(s), Exhibit(s), Display(s) and/or Enclosure(s) <i>Specify:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Canopy (ies) and or Tent(s) <i>Describe &amp; dimensions:</i> _____
<input type="checkbox"/>	<input type="checkbox"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input type="checkbox"/>	<input type="checkbox"/>	Stage(s), <i>which and indicate dimension:</i> _____ <i>(Any Scaffolding, Bleachers, Platforms, Grandstands or Stages may require Building Permit)</i>

**Trash Removal and Restrooms**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Trash or Rubbish Container(s) required: <i>How Many:</i> _____                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Applicant to provide Dumpster(s) ( <i>BOARD OF HEALTH PERMIT REQUIRED</i> )            |
| <input type="checkbox"/> | <input type="checkbox"/> | Use of Town Hall Restrooms ( <i>Custodial Fee May Apply – See Fee Schedule</i> )       |
| <input type="checkbox"/> | <input type="checkbox"/> | Applicant to provide Portable Toilet(s) <i>-where and provide approximate #: _____</i> |

**SPECIAL EVENT FEE SCHEDULE FOR EVENTS HELD ON TOWN PREMISES**

Police Services – \$242.00 and up – 4 hour minimum on all police details (Per Officer)  
Fire Rescue Services- \$175 and up – 4 hour minimum on all details  
DPW Services – \$45.00-\$55.00/hour per laborer for weekend events  
Custodial/Town Hall Services – \$33.04 per hour – 4 hour minimum on all custodial details  
Gazebo Usage Surcharge – \$75.00 per event  
Banquet Hall Surcharge – \$60.00 per event (Town Hall Rental Documentation Required – TA Office)  
Electrical Usage Surcharge – \$25.00 per event  
Town Hall Auditorium Surcharge – Fee varies in accordance with anticipated attendance  
(Town Hall Documentation Required – TA Office)  
Playground/Athletic Field Permit Fee - \$100 permit fee

**IMPORTANT CONTACT INFORMATION FOR PERMIT/PERMISSION**

Town Administrator Office: 781-279-2600  
Board of Health – 781-279-2621  
Building Department – 781-279-2670  
Department of Public Works – 781-438-0760  
Fire Department – 781-438-0127  
Police Department – 781-438-1215  
Recreation Department – 781-279-2609  
Select Board Office – 781-279-2680  
Town Clerk – 781-279-2650

As an applicant for a special event on town property, I have read and reviewed all rules and regulations for usage of town land and will abide by regulations and approval processes required. I understand that failure to follow the rules and regulations could result in the denial or cancellation of the event permit and prohibit my party or organization from being granted permission for town land for future events.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For TA Office Use only:**

Police Fees: \_\_\_\_\_ Fire Fees: \_\_\_\_\_ DPW Fees: \_\_\_\_\_ Facility Fees: \_\_\_\_\_ TOTAL: \_\_\_\_\_  
Event Approved: \_\_\_\_\_ Event Denied: \_\_\_\_\_ (Reason: \_\_\_\_\_)

\_\_\_\_\_  
Town Administrator Office

# **Town of Stoneham**

## **Town Land Rules and Regulations**

All permits issued by the Town of Stoneham are also subject to conditions, terms and limitations as defined by federal and state laws, league or group bylaws, league divisions, and town by-laws.

- **HOURS**

No activity may occur between the hours of 10:00 p.m. to 6:00 a.m., unless otherwise authorized by the Town Administrator, or designee.

- **PARKING**

Municipal parking areas are reserved for motor vehicle parking only. All motor vehicle and parking regulations apply in all municipal parking areas. Use municipal parking areas for non-parking purposes must be authorized by the Town Administrator, or designee.

- **MAINTENANCE-**

- (a) The permit applicant, organization, league or group is responsible to make sure that all trash is properly disposed into trash or recycling receptacles. If after an event, activity or game it is found that additional clean-up is necessary, the applicant will be charged.
- (b) Any work done by third party vendors or contractors on Town land must be approved by the town before work is to commence. All parties must fill a Certificate of Insurance with the town before performing any work or executing any contracts.
- (c) Do not apply any chemical, fertilizer, herbicide or pesticide to parks or fields. The permit applicant, organization, league or group is not allowed to perform any maintenance or upkeep on any fields/grounds/facilities without prior specific approval from the Recreation Department.
- (d) Any maintenance issues on Town property should be reported to the Town Administrator as soon as possible for review and assessment.

- **EVENTS/SUPERVISION-**

- (a) The permit applicant should have an original copy of the permit on their designated person at the event(s) and be able to produce permit at any requested time by any town department or designee. The designated contact person or secondary person should make all communications to the Town.
- (b) Permit applicant is responsible for informing all of the attendees, assistants, volunteers, parents/guardians and participants of ALL rules, regulations, conditions, terms and limitations regarding use and conduct on Town land as defined in these regulations.
- (c) If estimated attendance exceeds 200 persons, a copy of this application must be submitted to the Stoneham Fire and Police Chiefs for their review. Applicant is responsible for the implementation of all recommendations from these departments' reviews.

- **REGULATIONS-**

- (a) Admission Fees – No group or host shall require an admission fee for events held on Town land, unless authorized by the Town Administrator or designee/
- (b) *Alcoholic Beverages-Prohibited.* No alcoholic beverage shall be consumed on public property. Any event requesting the consumption of alcohol must be voted on and approved by the Stoneham Select Board.
- (b) *Amusement Rides (Mechanical)-Prohibited.* No mechanical amusement rides are allowed without approval of the Town Administrator, or designee.
- (c) *Animals-Restrictions.* No animals, other than dogs, cats and other household pets, shall be allowed, without the approval of the Town Administrator, or designee.
- (d) *Audio Devices-Restricted.* No person shall create or allow the emission of any amplified sound, except from a radio, recorder or other device possessed and used by an individual for his/her own enjoyment and operated in such a manner so as not to interfere with the use and enjoyment of the Town land by another person, unless authorized by the Town Administrator, or designee.
- (e) *Camping-Prohibited.* No overnight camping or sleeping is allowed.

(f) *Damaging Town Land-Prohibited.* No person shall remove, break, deface or defile Town land or any part thereof.

(g) *Electrical or Electronic Device(s) Requiring Outdoor Auxiliary Equipment.* No person shall use any electrical or electronic device or equipment requiring outdoor auxiliary power without the approval of the Town Administrator, or designee. Electrical surcharges may apply.

(h) *Fireworks-Prohibited.* No person shall use or discharge fireworks.

(i) *Litter, Trash, etc.* All litter, cans, refuse, bottles, and trash shall be removed by the user(s), unless placed in a trash receptacle provided or authorized by the Town. The Town Administrator, or designee, reserves the right to require a DPW detail for events or implement a fee for excessive clean-up for any event or group.

(j) *Motor Vehicles-Restricted.* No motor vehicle shall be allowed on Town land, except Town vehicles and those vehicles authorized by the Town Administrator, or designee.

(k) *Open Fires-Prohibited.* No open fires or flames, including cooking on an open grill, is allowed.

(o) *Semi-Permanent/Permanent Structures:* Any structure which will be placed on Town property for a time period of over 48 hours must be voted on and approved by the Stoneham Select Board.

(l) *Solicitation and Sale of Goods or Services-Restricted.* No solicitation or sale of goods or services is allowed on Town land without the written permission of the Town Administrator, or designee.

(m) *Street Closures/Detours:* Any street closures or change to traffic patterns to accommodate an event must be voted on and approved by the Stoneham Select Board.

(n) *Structures and Buildings-Restricted.* No person shall station or erect any building, tent, canopy, stand, bandstand, stage, tower, scaffold, sound stage, platform, rostrum, or other structure on the Town land without the approval of the Town Administrator, or designee.

(o) *Trees, Shrubs, and Flower: Planting and removal, etc.-Restricted.* No person, other than a Town employee or contractor, shall plant, remove, cut, deface or otherwise damage any tree, shrub or flower, unless authorized by the Town Administrator, or designee.

■ **REGULATIONS APPLICABLE TO SPECIAL EVENTS**

(a) *Application/Approval for Single Use- i.e. Special Events.*

(1) No organized group may use the Town land without submitting a written application on a form provided by the Town to the Town Administrator or his/her designee and receiving approval by the Town Administrator, or designee

(2) Applications may not be submitted by a minor.

(3) Applications may be made up to one (1) year in advance.

(4) Applications shall be processed in order of receipt and shall be allocated in order of receipt of fully executed applications. Existing, Annual community events (i.e Town Day) shall be given preference if a scheduling conflict arises. Applications must be resubmitted annually.

(5) The Town Administrator, or designee, may establish an application fee and/or user fee schedule for group events.

(6) Applications for activities or events which require insurance, approval or permits from other governmental entities, or compliance with other terms or conditions, will be reviewed and, if the application otherwise conforms to all other requirements, a conditional approval will be issued. If, within the time prescribed by the Town Administrator, or designee, any required fee or security deposit is not paid, or an insurance certificate evidencing the requisite insurance is not filed with the Town Administrator, or designee, or the approval or permit of other governmental entities has not been received, or the other terms and conditions have not been met, the conditional approval will automatically expire, the application for permit will be deemed denied and no written notice of denial will be required. For events or activities which involve the use of special facilities or activities, all terms and conditions for issuance of the permit, including securing insurance and payment of all fees and security deposit, must be completed at least thirty (30) days prior to the event unless otherwise a different time period is prescribed by the Town Administrator, or designee.

(7) No permit shall be issued unless all applicable fees and security deposit, if any, are paid within the times prescribed by the Town Administrator, or designee. Failure to pay fees or security deposit within that time shall cause the application to be deemed denied, without further notice to the applicant.

(8) The applicable provisions and procedures for denial of an application and notice thereof are set out in Section 16-154 of these Regulations.

(9) Any amendment or revision of an application or approval shall, for purposes of determining the priority of the application for permit, relate back to the original filing thereof; but the time in which the Town shall grant or deny the application for permit and serve notice of such granting or denial shall be computed from the date of the proposed amendment or revision.

(10) Applications and approvals shall be limited to no more than for one (1) day.

(11) If estimated attendance exceeds two hundred (200) persons, a copy of this application must be submitted to the Stoneham Police and Fire Chiefs for their review. The Police and Fire Chiefs have the right, in their reasonable discretion, to require detail officer(s). The applicant is responsible for the implementation of all recommendations from these departments' reviews.

(12) All Special Event and Town Common applications must be accompanied with a schematic layout of the anticipated event.

- (b) *Waiver of Application/User Fee, Insurance Requirement and/or Security Deposit.* Any requirements for an application and/or user fee, insurance, or security deposits may be waived by the Town Administrator, or designee if the activity is protected by the First Amendment of the United States Constitution and the requirement would be so financially burdensome that it would preclude the applicant from using the Town land for the proposed activity. Fees for equipment and services shall not be waived pursuant to this subsection. Application for a waiver of a user fee, security deposit, or certificate of insurance shall be made on a form prescribed by the Town Administrator, or designee, and must include an affidavit by the applicant and sufficient financial information about the applicant to enable the Town Administrator, or designee, to determine whether the requirement(s) would be so financially burdensome that it would preclude the applicant from using the Town land for the proposed activity. If no written denial is issued within thirty (30) days of the date on which the application for such waiver is fully completed, executed and filed with the Town Administrator, or designee, the waiver request shall be deemed approved, contingent upon the applicant complying with all other permit requirements.
- (c) *Approvals for Designated Areas Only.* All approved applications shall be for the use of designated areas only and shall not exceed the scope of the approval.
- (d) *Liability for Property Damage.* Reservation of Town land is granted with the understanding that the Applicant shall be liable for any property damage and shall be required to reimburse the Town for such damage.
- (e) *Trash and Litter.* All trash resulting from the event shall be removed by the Applicant from the Town land immediately following the event and properly disposed of. Failure to do so shall result in a charge for removal and disposal by the Town.
- (f) *Trash Dumpsters – Prohibited.* Trash dumpsters are prohibited unless approved and permitted through the Board of Health.

#### ■ **INDEMNIFICATION**

The Town Administrator, or designee may institute an indemnification requirement for group events, in which the applicant shall execute a written agreement with the Town, on a form prescribed by the Town Administrator, or designee, by which the applicant (group) shall covenant to hold harmless and indemnify the Town of Stoneham, its officials, employees and agents against all costs, damages, losses, claims, and expenses, including reasonable attorney fees, incurred, directly or indirectly, as a result of such applicant's use of the Town land. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the Town land or adjacent Town property, the cost of employee overtime, the cost of police and fire protection, and any claim asserted by a third party against the Town of Stoneham, its officials, employees or agents on account of any alleged injury arising from the use of the Town land. This agreement shall also constitute a release by the applicant and each and all of its members of any claim against the Town of Stoneham, its officials, employees or agents for any injury to persons or damages to property suffered by such applicant or any of its members during or as a result of using the Town land, except insofar

as such injury or damage is directly and solely caused by the negligence or intentional misconduct of any person belonging to or acting on behalf of the Town of Stoneham.

▪ **INSURANCE**

The Town Administrator, or designee, may institute an insurance requirement for group events, requiring insurance with such coverages and in such amounts as shall reasonably be required by the Town, which shall name the Town of Stoneham as an additional insured thereunder. The amounts and type of insurance required shall be determined by the Town Administrator, or designee, based upon the nature of the activity and the risk involved. The Town Administrator shall prepare a uniform schedule of insurance guidelines for particular types of activities. The Applicant shall provide the Town Administrator, or designee, with a certificate from an insurer evidencing such coverage prior to the applicant's use of Town land, and within the time prescribed by the Town Administrator, or designee. The certificate shall also provide that the insurer shall give the Town reasonable advance notice, of no less than thirty (30) days, of insurer's intent to cancel or amend the insurance coverage provided.

All Certificates of Insurance must provide the following coverage and information:

- a. Commercial General Liability and Public Liability in the minimum amount of One Million Dollars (\$1,000,000) per occurrence, Three Million Dollars (\$3,000,000) aggregate;
- b. Motor Vehicle Liability for all owned, hired and/or leased motor vehicles, if any, in the minimum amount of Five Hundred Thousand Dollars (\$500,000) per occurrence;
- c. Personal Property insurance, including coverage for all equipment and materials at the Premises in the minimum amount of the value of all of the Licensee's personal property at the Premises ; and
- d. Workers' Compensation insurance as required by state law. The following requirements and conditions shall apply to the respective insurance:
  - a. The coverage amounts set forth above may be met by a combination of underlying and umbrella policies so long as in combination the limits equal or exceed those required herein;
  - b. The Contractors insurance shall not call upon any Town's insurance, and shall be primary in all respects to any insurance the Town may have;
  - c. The Town shall not be responsible for any insurance deductible;
  - d. All insurance shall be obtained from insurance companies authorized to transact insurance business in the Commonwealth of Massachusetts;
  - e. All insurance policies must be provided to the Town prior to the start of this Agreement and shall, at a minimum, cover the entire License period year;
  - f. The Town and its elected and appointed officials, employees, servants, and agents shall be additional insured on all liabilities policies referenced above;
  - g. The Town, through its Town Administrator, shall be a Certificate Holder on all insurance policies;
  - h. The insurance policies and certificates must state that they may be canceled or amended only if the Town is given a minimum of thirty (30) days written notice;

**Certificate Holder must be labeled exactly as:**

Town of Stoneham  
35 Central Street  
Stoneham, MA 02180

▪ **DENIAL OF AN APPLICATION FOR GROUP USE: Procedures and Provisions**

(a) *Notice of Denial.* Notice of denial of an application for permit shall clearly set forth the grounds upon which the application was denied and, where feasible, shall contain a proposal by the Town for measures by which the applicant may cure any defects in the application for use or otherwise procure approval. Where an application has been denied because a fully executed prior application for the same time and place has been received, and approval has been or will be granted to the prior applicant authorizing uses or activities which

do not reasonably permit multiple occupancy of the particular area, the Town may propose an alternative place, if available for the same time, or an alternative time, if available for the same place.

(b) *Grounds for Denial of Application.* To the extent permitted by law, the Town may deny an application if the applicant or the person on whose behalf the application was made has on prior occasions made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms of prior approvals or permits issued to, or on behalf, of the applicant. The Town may also deny an application on any of the following grounds:

- (1) the application (including any required attachments and submissions) is not fully completed and executed;
- (2) the applicant has not tendered the required application fee, if any, with the application or has not tendered the required user fee, indemnification agreement, insurance certificate, or security deposit within the times prescribed;
- (3) the application contains a material falsehood or misrepresentation;
- (4) the applicant is legally incompetent to contract;
- (5) the applicant or a party on whose behalf the application was made has on prior occasions damaged Town property and has not paid in full for such damage;
- (6) a fully executed prior application for the same time and place has been received, and an approval or permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of Town land;
- (7) the use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the Town and previously scheduled for the same time and place;
- (8) the proposed use or activity is prohibited by or inconsistent with the classifications and uses of Town land or part thereof so designated;
- (9) the use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, other users of Town land, Town employees or of the public;
- (10) the applicant has not complied or cannot comply with applicable licensure requirements, by laws or regulations of the Town concerning the sale or offering for sale of any goods or services; or
- (11) the use or activity intended by the applicant is prohibited by federal, state or town law, bylaw or regulations.

■ **COMPLIANCE WITH APPLICABLE LAW AND PENALTIES**

Persons shall comply with applicable state laws and regulations and Town by laws and regulations.

■ **FAILURE TO COMPLY WITH TOWN PROPERTY REGULATIONS**

Any person who fails to comply with any of these Town property regulations is subject to revocation of their application approval, depending on the severity of the offense, or the frequency of other offenses, the Town reserves the right to initiate legal action.

■ **PENALTY FOR VIOLATION**

Pursuant to M.G.L. c. 45, '4, violation of any of these regulations is subject to being "punished by a fine of not more than two hundred dollars."





**CANDIDATE FOR COMMITTEE/BOARD**

Name: Denise Kneeland (Email) dengallo@comcast.net  
 Address: 7 Executive Dr. # 234 781 856 9513  
 (Work) Stoughton (Tel.) \_\_\_\_\_  
 (Home) \_\_\_\_\_ (Tel.) \_\_\_\_\_

How did/do you hear about the position? at Senior Center / Connie Rosa

Have you given your time previously as a volunteer? Y ☒ N ☐

If Y, in what capacity/ies? Housing families / tutoring; Condo Board

Why do you want to become a committee/board member? What would you like to get out of this experience?

More involvement with the Stoughton community and its senior population, ability to be part of the decision-making process.

What interests, activities or hobbies do you enjoy? Reading, aerobics, movies, music / guitar, knitting

Previous/current Occupation/s, Position: Director, Financial Services / Mellon

Education/Training, Hobbies or Other Skills: Masters in Management (Simmons)

Other organizations to which s/he belongs: Condo board - Sterling Hill

How long do you think you'd like to be involved with the board? 3 yrs

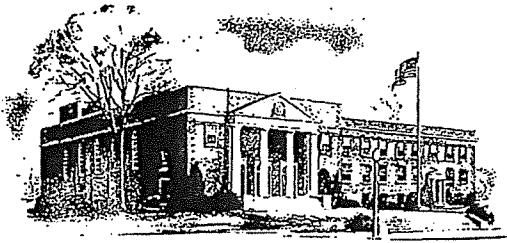
Are you prepared to attend a training/information session/board meeting? Yes

Are you willing to undergo a CORI background check? Y ☒ N ☐

What are his/her current interests (in the board/committee)? whatever is needed

Comments: Thankx!

Sponsor: Connie Rosa Date: 1/13/2020 CORI: ☒



# TOWN OF STONEHAM

Town Hall- Board of Selectmen  
35 Central Street, Stoneham, MA 02180

Telephone-

(781) 279-2680

## Application for Non-Liquor Licenses

Type of License	License Fee
<input type="checkbox"/> Automatic Amusement	\$20 per device
<input checked="" type="checkbox"/> Common Victualler's	<input checked="" type="checkbox"/> New: \$50 <input type="checkbox"/> Renew: \$25
<input type="checkbox"/> Jukebox	\$40
<input type="checkbox"/> Public Entertainment	\$40

Name of Business: Stoneham house of pizza

Address of Business: 234 Main St Owner: Guisedio VASIU

Business Tel. No. 978-786-2115 Home Tel. No. \_\_\_\_\_

Date: 01-14-20 Signature: [Signature]

Floor space: 1200 sq. ft. Parking Spaces (other than public lots): Share parking lots

No. of employees: 3 Manager name: Guisedio VASIU

Email of Owner: VASIU52@yahoo.com Email of manager: same

-VASIU52

Please flip to next page →

- 1/21/19 Henry

Hours of Operation: Days Monday To Sunday Hrs. from 11:00 AM to 10:00 P.M

Days \_\_\_\_\_ Hrs. from \_\_\_\_\_ to \_\_\_\_\_

Type of Amusement Device: \_\_\_\_\_

Type of Entertainment: radio television live music other: \_\_\_\_\_

Describe: \_\_\_\_\_

### ***Applicant Certification***

This section is to be completed by the applicant to verify that the applicant holds no outstanding debts to the Town. Pursuant to Sec. 2-60A S1-2 of the Town Code, "the licensing authority may deny, revoke or suspend any license or permit" of a party "that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve (12) month period". **The applicant should receive dated signatures from each of the following departments:**

Treasurer's Office: Amy Snyder Date: 1/14/2020

Police Department: Ken Sinclair Date: 1/14/2020

Fire Department: Lauren C. Clark Date: 1/14/20

Building Department: [Signature] Date: 1/14/20

### ***For Office Use Only***

Issued: \_\_\_\_\_ License No. \_\_\_\_\_

Paid: \_\_\_\_\_

Approval:	
Fire Department: <u>Lt. Cen. Ulin</u>	Date: <u>1/14/20</u>
Bldg. Inspector: <u>[Signature]</u>	Date: <u>1/14/20</u>
Police Department: <u>Evan Senclaus</u>	Date: <u>1/14/20</u>
Health Department: <u>John Goleck</u>	Date: <u>1/14/20</u>

## Kilbride, Dava

---

**From:** Caroline Colarusso <carolinecolarusso@gmail.com>  
**Sent:** Thursday, January 9, 2020 8:38 PM  
**To:** Kilbride, Dava  
**Subject:** Election Officers

Please accept the following names of Republicans for the positions of warden, deputy warden, inspector, deputy inspector:

Nancy Howard  
Keri Bouthiller  
Mary Lou Bracciotti  
Joshua DiChiara

Thank You,  
Caroline Colarusso Chair  
Stoneham Republican Town Committee

**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**WARRANT FOR PRESIDENTIAL PRIMARIES**

**MIDDLESEX, SS.**

To either of the Constables of the Town of Stoneham

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at

Precincts 1,2,3,4,5,6,7

Stoneham Town Hall, 35 Central Street

on **TUESDAY, THE THIRD DAY OF MARCH, 2020**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primaries for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE . . . . . FOR THIS COMMONWEALTH  
STATE COMMITTEE MAN . . . . . FIFTH MIDDLESEX SENATORIAL DISTRICT  
STATE COMMITTEE WOMAN . . . . . FIFTH MIDDLESEX SENATORIAL DISTRICT  
TOWN COMMITTEE . . . . . STONEHAM

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 21st day of January, 2020.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board of Stoneham

Pursuant to the warrant within, I have notified and warned the inhabitants of the Town of Stoneham qualified to vote in elections and Town affairs of the within election by posting attested copies of the said warrant in at least ten (10) public places in the Town on January 29, 2020, and by publishing a duly attested copy of said warrant in the Stoneham Independent on January 29, 2020.

\_\_\_\_\_  
David Luciano, Constable of Stoneham

# Policies of the Stoneham Select Board

Adopted:



## **Policies of the Stoneham Select Board**

### **Table of Contents**

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## **Policies of the Stoneham Select Board**

### **1. Policy Guidelines**

- All policies of the Stoneham Select Board (Board, Select Board) shall be compiled in a single document entitled: "Policies of the Stoneham Select Board". Said policies shall be maintained and compiled electronically and in a format which is easily updated.
- All policies therein shall be individually notated to show the dates on which said policies were adopted, amended, or revised by the Board.
- At the front of the policy book, a calendar shall be maintained, showing annual dates upon which various policies are to be enforced.
- The policy book shall contain a table of contents.
- Chapters and policies shall be identified by sequential numbering or lettering.
- The policy will be posted on the Town of Stoneham Website and will be updated as soon as practicable after changes are made and approved by the Select Board.
- New members will be given a hard copy of the most updated document within one week of their election.
- 

### **2. Powers and Authority**

The power and authority of the Stoneham Select Board is vested in the Committee as a whole. Policy decisions are to be made at duly noticed, open meetings of a quorum of the Select Board. All draft policies, policy amendments, and policy revisions should be initially discussed at a duly noticed open meeting. The draft policy, policy amendment, or policy revision must be read and discussed at a second duly noticed, open meeting. A vote to accept, amend, or revise a policy should not be taken until such policy can be read at a third duly noticed, open meeting. Members of the Select Board shall not be permitted to bind or make commitments for the Select Board unless so authorized by majority vote of the Select Board at a duly noticed open meeting, or in the case of matters qualifying for executive session, at a duly noticed executive session of the Select Board.

### **3. Board Officers and Duties**

- At its first meeting following the annual town elections, the Board shall elect the following officers:
  - Chair
  - Vice-Chair
  - Clerk
- The duties of each officer are as follows:
  - **Chair**
    - Sets the meeting agenda in conjunction with Town Administrator;
    - Presides over, but also participates in all meetings and hearings of the Select Board, according to law or procedures established in this policy book;
    - Liaison to the Town Administrator;
    - Other duties as established within these policies;
    - Insures that the Board is represented at meetings with other groups or at ceremonial functions as required.
  - **Vice-Chair**
    - Assumes all duties of the Chairman in his/her absence.
  - **Clerk**
    - Takes minutes of all meetings and hearings in the absence of the Board's executive assistant;
    - Assures that the Board's minutes, including executive session minutes, are up to date and released to the public according to best practices.
- It is the Board's policy that the chair of the Select Board shall be voted upon on an annual basis.

#### **4. Liaison Assignments**

- The Board will annually review liaison assignments.
- Said review will take place by the third Board meeting after the annual town elections.
- Liaison duties are as follows:

- to keep informed as to the activities of assigned committees, boards and commissions;
- establish a two-way flow of information by meeting periodically with assigned committees, boards and commissions;
- Chair will serve as liaison (at a minimum) to the Town Administrator, Town Treasurer, Town Counsel, Moderator and Finance Committee.
- Other liaison assignments will be made with committees, boards and commissions as required.

## **5. Regular Meetings**

The regular meetings of the Select Board are generally to be held in the first floor hearing room of the Stoneham Town Hall on the first and third Tuesdays of every month commencing at 7:00 P.M.

The date and place of any regular meeting may be changed. The Board will try to provide for at least two (2) regular meetings in each month excluding the months of July and August.

## **6. Citizen Input**

- Members of the public may be permitted by the Select Board to ask a question or make comment on a matter affecting the Town that is listed on the agenda and shall be permitted to ask questions or make comments during public hearings being conducted by the Select Board.
- Matters raised by the citizen, which require further debate, action or discussion, may be placed on a future agenda, unless, at the discretion of the Chair, further debate, action or discussion is allowed immediately.
- Citizens may speak for a period not to exceed approximately five (5) minutes without permission of the Chair. If the Chair chooses, he/she may limit the time to a shorter period.

## **7. Citizen Comments**

- Members of the public can use this time to comment on any matter affecting the Town that is not listed on the agenda.

- Matters raised during the citizen comment portion of the agenda which require further debate, action or discussion may be placed on a future agenda.
- The chair shall determine the placement of citizen comment on the agenda.
- Citizens must sign in on a prepared form listing their name, address, contact information and subject matter for our records.
- Citizens may speak for a period not to exceed approximately five (5) minutes. If the Chairperson chooses, they may limit the time for a shorter period.

## **8. Subcommittees**

- All subcommittees created by the Select Board shall be formally charged with performing a specific action for the Board. All subcommittees shall report back to the Board prior to the end of its term.
- There will be a limit of 1 year of duration for any subcommittee unless it is reauthorized by a vote of the Board. The Board will vote annually on the membership of each such subcommittee.
- A list of subcommittees and their membership will be maintained on the Town of Stoneham's website.
- The Board, at a meeting, may dissolve any subcommittees deemed inactive or no longer necessary.

## **9. Special & Emergency Meetings**

- Special or emergency meetings may be called by the Chair, and, in the case of Chair's absence, disability or refusal, may be called by three (3) members of the Board.
- Notice of such hearing shall be duly posted and given to all members according to the requirements of the Open Meeting Law.
- The call for said emergency meeting shall set forth the matter to be acted upon at said meeting, and nothing else shall be considered at such emergency meeting.

## **10. Notification**

- Excepting in the case of emergencies, copies of the agenda, minutes of the previous meeting, and pertinent information shall be delivered electronically, by mail or courier at least 48 hours before the meeting.

## **11. Quorum**

- Unless otherwise required by M.G.L. or Town By-Law, a majority of the members of the Select Board shall constitute a quorum for the transaction of business.
- In an attempt to insure a quorum at all meetings, members shall notify either the Chair or the Board's executive assistant the member's earliest convenience if he/she will not be attending.

## **12. Remote Participation Policy**

### **A. Purpose:**

The Office of the Attorney General amended the *Open Meeting Law* regulations at 940 CMR 29.00 to allow members of public bodies, in limited circumstances, to participate remotely in meetings. While all members of Town Boards should try to attend meetings in person, the new regulations seek to promote greater participation in government meetings by allowing members to participate remotely when certain circumstances prevent them from being physically present.

The intent of this policy is to establish clear guidelines on the practice of remote participation by Town Boards under the *Open Meeting Law, M.G.L. c30A, §§ 18-25*.

### **B. Enabling Authority:**

A municipality may adopt a policy that prohibits or further restricts the use of remote participation by public bodies within its jurisdiction.

### **C. Applicability:**

In accordance with 940 CMR 29.10(2)(a), the Select Board, on February 20, 2018, voted to authorize the adoption of 940 CMR 29.10 so that remote participation is permitted in the Town of Stoneham. In accordance with 940 CMR 29.10(3), the Select Board may revoke its adoption of 940 CMR 29.10 by simple majority vote at any time.

This policy and 940 CMR 29.10 shall apply to all Town boards, committees, commissions, sub-committees and working groups ("Town Boards") regardless of whether such Town Boards are appointed or elected. Where the

Remote Participation Policy is more stringent than 940 CMR 29.10, the Policy shall control.

**D. Minimum Requirements for Remote Participation:**

No member of a Town Board shall participate in a meeting remotely unless the following requirements are met:

- a. Members of the Town Board who wish to participate remotely must complete Authorization to Utilize Remote Participation Form in advance of the meeting;
- b. Members of the Town Board who participate remotely and all persons present at the meeting locations shall be clearly audible to each other;
- c. A quorum of the Town Board, including the chair or the person authorized to chair the meeting, shall be physically present at the meeting locations in accordance with *M.G.L. c.30A, §20(d)*;
- d. Members of the Town Board who participate remotely should have access to the same materials being used at the meeting location;
- e. Members of the Town Boards who participate remotely may vote and shall not be deemed absent for the purposes of *M.G.L. c.39, §23D(a)*.

**E. Permissible Reasons for Remote Participation:**

It is the express desire of the Select Board that remote participation in meetings be an infrequent event. Chairs of Town Boards are encouraged to interpret these rules in a strict fashion and to continue to induce all members to attend meetings in person as a general rule, due to the inherent benefits of physical presence in a meeting.

A member of a Town Board shall be permitted to participate remotely in a meeting if the person chairing the meeting determines that the member's physical attendance unreasonably difficult yet still leaves that member able to actively participate in the meeting. Those reasons may include, but are not limited to:

- a. Personal illness;
- b. Personal disability;
- c. Emergency;
- d. Military service; or
- e. Significant geographic distance.

Any determination by the person chairing the meetings to allow or not allow remote participation shall be final and shall not be subject to appeal.

#### **F. Technology:**

- a. The following media are acceptable methods for remote participation:
  1. Telephone, internet, or satellite-enabled audio or video conferencing;
  2. Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.
- b. When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
- c. The focus of the chair should always be on maintaining the flow of the meeting. If the chair determines that technical difficulties are inhibiting the progress of the meeting, the chair may elect to terminate the participation of the remote member. If technical difficulties arise resulting in the loss of connection with the remote participant, that participant's attendance shall be terminated. The meeting should not be interrupted while any attempt to restore the connection is made. If a remote participant is disconnected from the meeting, that fact and the time of the disconnection shall be noted in the meeting minutes.
- d. Each individual Town Board that anticipates using remote participation shall determine which of the acceptable methods may be used by its members.

#### **G. Procedures for Remote Participation:**

- a. Any member of a Town Board who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the person chairing the meeting of his or her desire to do so by completing the Authorization to Utilize Remote Participation Form.
- b. If the person chairing the meeting approves the request for remote participation he or she shall make any necessary arrangements with IT personnel to ensure that the required equipment is available. If the required equipment is not available from the IT Department or another source, then the person chairing the meeting shall deny the request for remote participation.
- c. At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR



29.10(5) for his or her remote participation. This information shall be recorded into the minutes.

d. All votes taken during any meeting shall be by roll call vote.

e. Remote participants shall preserve the confidentiality of executive session. Certain media, such as speakerphone, can inadvertently be heard by people not party to the executive session discussion. The remote participant shall state at the start of any executive session that no other person is present and/or able to hear the discussion at the meeting location unless the presence of that person is approved by a simple majority vote of the Town Board.

f. The member of a Town Board requesting to participate remotely shall be responsible for any out-of-pocket costs associated with such participation. The Town shall not be responsible for the reimbursement of such costs.

g. Members participating remotely are cautioned that the same obligations of consideration apply as in any physical meeting. Remote participants should direct all their attention to the meeting, and should make their decisions based upon the same information as is available to all the other participants in the meeting. The remote participant shall also state at the beginning of any meeting that no other person is in proximity and could exert undue influence on the participant, in either executive or public session, and shall inform the chair if that situation changes.

### **13. Agenda**

No item shall be inserted in the agenda for any regular meeting of the Select Board, unless said item has been filed in the office of the Board on or before 12:00 noon on the Thursday prior to the regular Tuesday meeting.

Any member may request that items be placed on the agenda and strong deference should be given to all requests, unless the Chair and the Town Administrator determine that the Town Administrator should handle the matter or the matter is outside the authority of the Board.

Members who have items being placed on the agenda must submit a short, written description of the issue, by email to the Chair and the Office Manager. Their description must state whether or not they are requesting a vote be taken on the matter.

## 14. Decorum & Procedures

- Decorum and procedure during Select Board meetings shall be maintained by the Chair.
  - In performing this duty, the Chair will moderate according to the dictates of reason, established by Board practice, and law.
  - The Chair shall have the right of seconding, but not making motions.
  - The Chair, after a verbal warning, has the right to expel any person or member from the meeting if their conduct is unbecoming of a Board member.
  - Only one member may speak at a time. When a member has the floor he/she is not to be interrupted unless they are off topic, in which case the Chair may ask the person to get back on topic or finish speaking.
  - If there is excessive cellphone use by any Board member, the Chair may address this issue.
  - All members should refrain from using poor or inappropriate language and throwing items during a meeting.
  - The Chair, and only the Chair may recognize someone to speak. This includes Board members and citizens. No Board member may call on someone to speak. If the Chair does not notice another member or a citizen that wishes to speak, then a member may get the attention of the Chair.
  - The Chair should recognize members and audience members equally, even if they have differing views.
  - Board members shall refer to one another as Board member "Smith."
  - Board members should act in a responsible and professional manner. If a member or a citizen does not treat an individual with respect, the Chair may call a five minute recess.
  - The Board will discuss an agenda item before opening the discussion to the public. Not all agenda items are public hearings and it is the discretion of the Chair to allow public comment.
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- While difference of opinions should encourage discussion, personal attacks will not be tolerated and the chair has the right to halt debate if personal attacks occur.

**15. Minutes: Circulation**

Minutes of the meeting of the Select Board shall not be circulated until after they have been approved by the Board, unless they have been requested pursuant to the terms of the Open Meeting Law.

**16. Minutes: Action**

Except as required by law, the Board will act on the minutes of its previous meetings as the first item on the agenda when possible.

**17. Minutes: Executive Session**

- Executive session minutes are available to all members of the Board, who are bound to maintain their confidentiality.
- Executive session minutes, or sections thereof, will be released in accordance with Massachusetts General Law, only when by doing so, the lawful purpose of the executive session will not be defeated.
- Executive session minutes, or sections thereof, will be released only by an affirmative vote of at least three (3) members of the Board.
- All requests for unreleased executive session minutes will be immediately forwarded to the Chair of the Board and placed on the next available meeting agenda for resolution.
- The Clerk shall review executive session minutes quarterly.

**18. Correspondence: General**

All correspondence requiring action or an answer shall be handled in a timely fashion by the Town Administrator and reported to the Board. The TA shall report back to the Board any action taken on said correspondence.

Copies of pertinent informational correspondence shall be given to each member.

Other informational correspondence shall be available at each meeting in the correspondence folder, and so indicated in each Board member's packet.

**19. Communications:**

No member of the Board shall go before any state agency or entity to represent the Board unless the Board has voted and approved in advance of

the action being taken. Any member that wishes to communicate either in letter, email or oral testimony must make clear in their opening statement that they are offering their opinion and do not represent the formal position or opinion of the Board.

Any member offering a letter, newspaper article, email or social media post relative to Select Board matters shall make clear at the beginning of said letter, article, email or social media publication that they are offering their own personal opinions and does not necessarily represent the formal position or opinion of the Board.

Use of Select Board letterhead shall be limited to official business of the Board.

## **20. Meeting Procedures Miscellaneous**

- Miscellaneous items will appear at the end of the agenda at regularly scheduled meetings and be reasonably described in accordance with the open meeting law and regulations.
- Members will be restricted to approximately five (5) minutes in which to relate their miscellaneous items to the Board.
- Attendant discussion to miscellaneous shall be limited by the Chair to no more than five (5) minutes for any single item.
- Topics requiring more than five (5) minutes discussion will be placed on future agenda, as the priority requires.

## **21. Use of Video or Audio Recorders:**

- Citizens are permitted to record, with audio or video equipment, Board meetings after properly informing the Chair.
- Prior to the start of a meeting, any person or entity should inform the Chair that he/she/they wish to record the meeting and of the method of recording.
- At the beginning of the meeting the Chair shall inform other attendees of any such recordings.
- Any person recording any meeting shall not allow the making of the recording to become disruptive of the public meeting.

## **22. Appointments by Select Board**

- **Policy:** It shall be the policy of the Select Board to take the following steps when appointing citizen volunteers to boards and committees of the Town. The purpose of this policy is to encourage and broaden participation in Town government by qualified and interested residents.
- **New Appointments:** Notices of vacancies shall be publicly posted for at least two weeks. Notices shall be sent to the local newspapers and the Town website ([www.stoneham-ma.org](http://www.stoneham-ma.org)) when a vacancy occurs on a board or committee.

Applications and/or letters of interest shall be submitted to the Select Board's/Town Administrator's Office by mail delivery or electronically and will be forwarded to the Select Board for review and screening.

A decision regarding the appointment will generally be made at the next regularly scheduled meeting of the Select Board.

Applicants not chosen for the board or committee will be sent a letter thanking them for their interest. Their request shall be retained three years for future consideration.

Exceptions may be made to this policy depending on the nature of the committee, the number and qualifications of applicants for the committee in question or the urgency of the need for filling vacancies.

- **Reappointments:** In the case of someone who has been serving on a committee and whose term is expiring, a notice will be sent to the person asking them to respond to the Select Board indicating whether or not they are interested in being reappointed.

The Board, at its discretion, may elect not to reappoint a member of a committee with an expiring term or request that such member reapply for appointment, in which case such member shall be interviewed in open meeting together with other recommended candidates for the position. The Select Board may also request attendance records of any individual requesting reappointment to that specific committee.

## 23. Use of Town Counsel

Member shall not seek the advice of Town Counsel on personal matters. Members shall retain their own personal counsel for such matters at no cost to the taxpayers.

#### **24. Resident request**

Select Board members shall submit to the Town Administrator, in writing, either on a form or by email, any requests made by residents for his or her review or action. For record keeping purposes, members of the Board shall not submit requests of this nature via text to the Town Administrator. Any calls made to the Town Administrator shall be followed up in writing to his office.

#### **25. Reviews**

The Chair shall schedule a full performance review of the Town Administrator annually in January of each year. This Chair shall send a self-evaluation form to the TA at least six weeks prior to the scheduled review. The Town Administrator shall submit their self-evaluation to the Board no less than one week prior to the scheduled review. The Board shall conduct a more limited mid-year review in June. The Chair shall schedule a full performance review of the Town Accountant and the Board's Executive Assistant annually in June. The Chair shall send a self-evaluation form to the Accountant and Executive Assistant at least six weeks prior to the scheduled review. They shall submit their self-evaluations to the Board no less than one week prior to the scheduled review. The Board shall conduct a limited mid-year review of these two positions in January.

#### **26. Human Rights Statement**

Stoneham is a community that is grounded in respect for every individual, and therefore, protects all residents, employees, business owners, students and visitors in the enjoyment and exercise of human and civil rights. It is

Town policy to ensure equal treatment and opportunity to all individuals regardless of race, gender, gender identity, ethnicity, religion, ideology, socio-economic status, health, sexual orientation, age, military status or disability